



JERRY E. POWERS
Chief Probation Officer

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**
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September 15, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

35 September 29, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

**REQUEST APPROVAL OF INCIDENTAL EXPENSES FOR OFFICIAL FUNCTIONS AND
MEETINGS**

(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Probation Department is requesting approval to expend up to \$232,490 in Department funding for incidental expenses to provide for adequate food and beverages at a wide range of official functions and meetings associated with County business that improve the quality of public service and support the Department's mission.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Chief Probation Officer, or his designee, to expend up to \$232,490 from its FY 2015-16 Adopted Budget, to ensure adequate food and beverages are provided at various official functions and meetings noted herein.
2. Authorize the Chief Probation Officer, or his designee, to increase the food and beverage amount up to 3 percent, if necessary and contingent on available funds, to provide for adequate food and beverages for unforeseen official functions and meetings.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to authorize the Chief Probation Officer to provide adequate food and beverages at a wide range of official functions and meetings associated with

County business that improve the quality of public service. The recommended actions will enable providing food and beverages at meetings that focus on celebrating probation youth and family accomplishments, youth recognition and family engagement activities, employee recognition events, and other occurrences/events supporting the Department's mission. Pursuant to Section 5.40.097 of the Los Angeles County Code and consistent with Section 4.9.0 of the County Fiscal Manual, the Department proposes to incur incidental expenses by providing food and/or beverages at official functions and meetings and other necessary expenses incidental to the conduct of County government, as follows:

- At Departmental meetings; meetings with individual Board members and/or their representatives, and/or other County officials; and meetings of Board-appointed advisory commissions and committees, as necessary.
- When meeting, as necessary, with County business clients, including individuals or organizations which directly or indirectly benefit the community and/or the Probation Department's main mission of enhancing public safety, ensuring victims' rights, and effecting positive probationer behavioral change; and
- Incurring reasonable other expenses, as necessary, associated with County business, including conferences, matters of protocol, staff training, and management planning sessions (i.e., including those related to strategic planning), conducted to improve the quality of service provided to the public, including special recognition events, such as:
 - o Grand opening of the Probation Training Center, the first of its kind for the Department (\$5,000);
 - o Celebration of youth and family accomplishments through sports banquets at camps (\$4,800);
 - o Family engagement activities and youth recognition at halls and camps (\$128,640);
 - o Community engagement and youth recognition at halls and camps by providing Glam Days for females, and youth empowerment at halls and camps aimed at promoting, empowering, informing, and encouraging youth towards positive self-image and acceptance (\$32,000);
 - o Freedom School Week to promote cultural diversity (\$9,000);
 - o Youth graduation celebrations at camps and halls (\$9,000);
 - o Take Your Daughters and Sons to Work Day (\$300);
 - o Cesar Chavez Week (\$400);
 - o Probation Services Appreciation Week (\$16,500);
 - o Employee promotion ceremonies (\$2,000);
 - o Juvenile Corrections Officer Core, Field Probation Officer Core and Supervisor Core staff graduations (\$22,000);
 - o College program graduations for interns/Service Learning Program (\$2,100); and
 - o Reserve Deputy Probation Officer graduations (\$750).

Consequently, the Board's authorization is requested to purchase food items and refreshments associated with the above meetings and functions that align with and support key departmental initiatives. To the extent that any of the above require a venue, the Department will work with the Internal Services Department to process a requisition in accordance with the County's purchasing policies and procedures.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the County's Strategic Plan Goal 1, Operational Effectiveness.

FISCAL IMPACT/FINANCING

The estimated food and beverage gross cost of \$232,490 will be funded by 70% revenues consisting of \$128,640 in State Juvenile Probation and State Juvenile Probation Camp funding, and \$34,300 in Volunteers in Service to Others (VISTO) funds, and 30% or \$69,550 net County cost (NCC) included in the Department's FY 2015-16 Adopted Budget. No additional NCC is required. However, in an effort to preserve NCC, the Department will explore alternative funding source(s) to further offset the NCC. The currently estimated gross cost of \$232,490 would provide for food and beverages for approximately 26,880 attendees of the various functions and meetings noted herein, which equates to approximately \$8.65 per attendee.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As part of the Probation Department's commitment to attract, develop, and maintain an exemplary and motivated workforce and enhance the culture of the Department, there is an increasing need to conduct official functions and meetings associated with County business that improve the quality of public service and support the Department's mission. The gross estimated incidental expenses for FY 2015-16 as specified herein is \$232,490.

Pursuant to Section 5.40.097 of the Los Angeles County Code, Departments are permitted to purchase food and beverages for official functions and meetings authorized by the Department Head or designee up to \$500 per occurrence/event with a maximum of \$5,000 per year. Any expenditure greater than \$500 to \$5,000 per occurrence/event with a total maximum of \$5,000 per year must be pre-approved by the Chairperson of the Board of Supervisors. Any expenditure greater than \$5,000 per occurrence/event and exceeding a total of \$5,000 per year must be pre-approved by the Board. Authorized expenses include:

- 1) Coffee, other liquid refreshments, and food items for departmental meetings; meetings with individual Board members and/or their representatives, and/or other County officials; and meetings of Board-appointed advisory commissions and committees;
- 2) Refreshments or meals when meeting with County business clients, including individuals or organizations which directly or indirectly benefit the community and/or main mission of the department; and
- 3) Reasonable other expenses incurred by a department head or their authorized County designate associated with County business, including special recognition events, matters of protocol, staff training, and management planning sessions conducted to improve the quality of service provided to the public.

This request has been reviewed by the Chief Executive Office and County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

In general, providing food and beverages at events or meetings is essential to helping youth, their families and other participants, new or newly promoted staff and their families, and other participants feel welcomed, and appreciated, which can overall increase camaraderie, level of engagement,

morale, and teamwork. In addition, approval of the recommended actions will improve planning and streamlining the process related to incurring incidental expenses by mitigating the need to individually address the Department's requests and enable addressing many of them collectively.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Jerry Powers", with a stylized, cursive script.

JERRY E. POWERS

Chief Probation Officer

JEP:AL:mr

c: Executive Officer
Chief Executive Office
County Counsel
Internal Services Department